

Reference Number: 400-03-DD

Title of Document: Indebtedness

Date of Issue: May 28, 1987
Effective Date: May 28, 1987
Last Review Date: March 20, 2006 **NO REVISIONS**
Date of Last Revision: October 18, 1993

Applicability: All DDSN State Employees

The language in this policy does not create an employment contract between the employee and the Department of Disabilities and special Needs (SCDDSN). SCDDSN reserves the right to revise the contents of this policy, in whole or in part.

It is expected that all employees will maintain their personal affairs in good order so that they do not damage the reputation of the Department or other employees nor become so involved that they impinge upon the job efficiency of the individual. In keeping with this, it is expected that all employees will pay their just, properly incurred debts to the extent of their financial ability. However, the Department will assume no responsibility for collection of personal debts, nor will there be coercion of any nature on the employee to enforce payment.

When a written request for assistance in collecting a debt is received, the person receiving the request will pass the information directly to the employee. No notice will be made to intervening supervisory levels. The employee will not be required or requested to make payment or report his intentions with respect to the alleged indebtedness.

The requesting agency will be notified that their request was given to the employee but that the Department assumes no responsibility for the collection of the alleged indebtedness. No action will be taken with respect to oral requests.

Wayne D. Blanton
Director,
Human Resources and Legal Services
(Originator)

Stanley J. Butkus, Ph.D.
State Director
(Approved)